

MSAA Responsibilities of Test Administrators

The Test Administrators involved in the administration of the MSAA have assigned responsibilities.

Test Administrators (TAs)

Who can be a TA?

- A certified and licensed educator familiar with the student, typically the student's teacher, who has completed the required MSAA Online Test Administration Training for Test Administrators, end-of-module quizzes, and the end-of-training final quiz with at least an 80% accuracy score can administer the Test.
- If a student's teacher has a long-term substitute who is a certified and licensed educator, has completed the required MSAA Online Test Administration Training and end-of-module quizzes, and attained at least an 80% accuracy score on the end-of-training final quiz, then the long-term substitute can administer the Test.

Table 6. Responsibilities for Test Administrators

(Please refer to Appendix A. in the Test Administration Manual for State Specific Information)

BEFORE TEST ADMINISTRATION	
Sign state-specific test security and confidentiality forms. Submit signed form to System Test Coordinator to keep on file	
Complete MSAA Online Test Administration Training and attain at least an 80% score on End-of-Training Final Quiz. (The final quiz may be taken as many times as necessary to reach the minimum score.)	
Complete Student Demographics and Learner Characteristics Inventory. Complete Accommodations: Before Test, for each student being tested. Complete the Student Response Check, as needed for each student.	
Review the TAM section on Optimal Testing Conditions, Assessment Features, and Test Accommodations and make appropriate arrangements for students; provide a printed version of the test if a student needs this accommodation (refer to Appendix A. State Specific Information)	
Ensure the student is taking the appropriate grade level test.	

Download a hard copy of the Directions for Test Administration (DTA), or use a separate computer to access the DTA for the test. Read the DTA; prepare and organize materials and print the reference sheets as specified in the DTA.
Review and complete the sample items with the student.
DURING TEST ADMINISTRATION
Implement the DTA as written and complete test administration by May 15, 2015. Provide accommodations (see Table 12).
Report technology concerns to the TC or MSAA Help Desk.
Maintain test security by ensuring all test materials are in a secure and locked location when not testing.
AFTER TEST ADMINISTRATION
Report inappropriate test practices to the STC or DTC.
Give all printed copies of the test, DTAs, scoring rubrics, student login information, scratch paper, student work, etc., to the TC for secure shredding.
Submit the Tests and complete the Accommodations: After Test and the End of Test Survey.

Contact State MSAA Coordinator or MSAA Service Center as needed.

Montana MSAA Coordinator Contact

Yvonne Field
yfield@mt.gov
 406-444-0748

MSAA Service Center Contact Information

(866) 834-8879
MSAAServiceCenter@measuredprogress.org

Help Desk Availability

The MSAA Service Center is open M-F from 8AM to 8PM EST

MSAA Online Test Administration Training Requirements for Test Administrators

To ensure that the Test is administered in a standardized manner, TAs must complete the MSAA Online Test Administration Training modules for Test Administrators. The training modules are customized for the specific responsibilities of the TA and provide important information from three documents that TAs use: (1) Test Administration Manual (TAM), (2) Directions for Test Administration (DTA), and (3) MSAA Assessment System User Guide for Test Administrators. All TAs must complete the end-of-training final quiz with at least an 80% accuracy score to access the DTAs and administer the Test to the assigned students. The final quiz may be taken as many times as is necessary to reach the minimum score. Table 7 provides an overview of the training modules that are required for TAs.

Table 7. Required MSAA Online Test Administration Training for Test Administrators

Below is a summary of the topics that are covered in the Online Test Administration Training for the Test Administrators. (Please refer to Appendix A. in the Test Administration Manual for State Specific Information.)

Module 1: Training Requirements and Responsibilities of Test Administrators
Module 2: Overview of MSAA AA-AAS (Test) and Testing Integrity
Module 3: Optimal Testing Conditions and Assessment Features
Module 4: Test Accommodations and Procedures for Assessing Students Who Are Blind, Deaf, or Deaf-Blind: Additional Directions for Test Administration
Module 5: Navigate the Assessment System
Module 6: Before Test: Complete Demographics, LCI, and Accommodations
Module 7: Student Response Check
Module 8: Student Experience in the MSAA Assessment System
Module 9: Mathematics DTA – Administer the Test
Module 10: ELA DTA: Reading – Administer the Test
Module 11: ELA DTA: Writing – Administer the Test
Module 12: Upload Evidence for ELA Constructed Response Writing Item
Module 13: Submitting or Closing a Test, Accommodations- After Test, and End of Test Survey